

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO. C-20

PAGE NO. 1.

1. Requesting Agency

WORCESTER COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. MINUTES

Size: 14" x 18" x 2"
Dates: 1869 - -
Quantity: 18 volumes (5)
File Arrangement: Chronological

The Minutes record the proceedings and decisions of the Board showing resolutions adopted and action taken on assessments and levies, petitions, appeals and adjustments, schools, roads, and bridges, appointments, and authorizations to the Treasurer to make payments from County funds. After 1956, proceedings on roads are found in the Roads Board Minutes (Item 2).

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL MINUTES PRIOR TO 1930

2. ROADS BOARD MINUTES

Size: 12" x 18" x 2"
Dates: 1957 - -
Quantity: 1 volume
File Arrangement: Chronological

Worcester County took over all public roads from the State by Act of the General Assembly, approved March 18, 1957. The County Commissioners sit as the Roads Board and their Minutes record proceedings on all matters relating to administration, management, building,

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Joseph T. Harrison, President
Signature Title

9-17-57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/16/57
Date

Mavis S Radloff
Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	---	---

maintenance, and financing of the public roads of the County.

RECOMMENDATION: RETAIN PERMANENTLY.

3. GENERAL LEDGER

Size: 12" x 14" x 3"
 Dates: 1920-1935, 1940 - -
 Quantity: 4 volumes, 2 bundles (v)
 File Arrangement: Chronological
 Audit: Annual outside audit and State audit
 Index: Thumb index to accounts

The General Ledger, a final book of entry, is arranged by accounts. Posting is done monthly to each account showing the General Journal folio number and debits and credits as totals.

RECOMMENDATION: RETAIN PERMANENTLY.

4. GENERAL JOURNAL

Size: 12" x 14" x 1"
 Dates: 1924-1931, 1943 - - (s)
 Quantity: 5 volumes
 File Arrangement: Chronological
 Audit: Annual outside audit and State audit

The General Journal is a record of receipts and disbursements, posted monthly, one page to a month, by accounts as they appear in the General Ledger. The General Journal is posted to the General Ledger and postings are made to it from the Cash Receipts Journal and Cash Disbursements Journal in the Treasurer's Office.

RECOMMENDATION: RETAIN PERMANENTLY

5. PAYROLL JOURNAL

Form No.: SK 65-1
 Size: 14" x 18" x 1/2"
 Dates: 1953 - -
 Quantity: 5 volumes (s)
 File Arrangement: By year and month
 Audit: Annual outside audit

The Payroll Journal is a commercial form showing the employee's name and social security number, the number of exemptions, address, the title of the position or type of work, time worked or gross pay, deductions, and the net pay. This record displaced the Recapitulation of Total Wages (Item 6).

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.	<p>5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
----------	---	--

6. RECAPITULATION OF TOTAL WAGES

Dates: 1949-1955
Quantity: 1 volume
File Arrangement: Chronological
Annual Accumulation: Discontinued

This record shows the name and address of the employee, social security number, the amounts withheld for Federal and State taxes, the net salary, and total salary. This record was discontinued and the same information is found in the Payroll Journal (Item 5).

RECOMMENDATION: RETAIN PERMANENTLY.

7. BOND REGISTER

Size: 12" x 16" x 2"
Dates: 1950 - -
Quantity: 1 volume
File Arrangement: By series number and bond number
Audit: Annual outside audit

This is a record of school and road bonds by series, showing the bond number, interest rate, the date of issue and due date, the date paid and par or face value of the bond.

RECOMMENDATION: RETAIN PERMANENTLY.

8. CORPORATION AND BANK STOCK ASSESSMENT LIST

Size: 8" x 11" x 1/2"
Dates: 1944 - -
Quantity: 3 volumes
File Arrangement: Chronological
Audit: Annual outside audit and State audit

This record lists the names and address of corporations and banks whose stock is subject to taxation and shows the number of shares issued, the par value, and the amount of the assessment.

RECOMMENDATION: RETAIN PERMANENTLY.

9. INSOLVENCY REGISTER

Size: 11" x 20" x 3"
Dates: 1928, 1934 - -
Quantity: 4 volumes (2)
File Arrangement: By year and then by district and name

This is a record of the insolvencies allowed the Treasurer by the Board of County Commissioners, showing the name of the Treasurer,

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	---	---

the levy year of the insolvency, the district, the name of the taxpayer, and the amount of the insolvency. If the insolvent tax is paid the payment is recorded herein and posted to the Tax Roll Book (Schedule No. C-93, Item 6) and the Delinquent Tax Journal (Schedule No. C-93, Item 9) in the Treasurer's office.

The Treasurer is charged with the full amount of the annual levy upon each taxpayer until it is collected. In cases in which the tax is uncollectible for any reason, usually because the amount is so small as to make a tax sale impractical, the Treasurer is released from the obligation of collecting by official action of the Board of County Commissioners in declaring the taxpayer "insolvent", this action being recorded in the Minutes of the Board of County Commissioners (Item 1).

RECOMMENDATION: RETAIN PERMANENTLY.

10. DRAINAGE DITCH PAPERS

Size: 3 1/2" x 9"
 Dates: 1922 - -
 Quantity: 6 document file drawers
 File Arrangement: By name of the project

Each ditch project is filed separately and includes one or more jackets containing petitions, notices, maps and material related to drainage ditches and their maintenance. Receipts and disbursements of the Ditch Fund are posted by project in the Ditch Tax Receipts Ledger and Cash Disbursements Journal in the Treasurer's office and in the General Ledger (Item 3).

RECOMMENDATION: RETAIN PERMANENTLY.

11. DEEDS, RIGHTS OF WAYS, PETITIONS, FRANCHISES AND AGREEMENTS

Size: 3 1/2" x 9"
 Dates: 1902 - -
 Quantity: 7 document file drawers, 2 bundles
 File Arrangement: Chronological

This file is composed of the records listed in the title. They are separated in packets, by type of record and arranged by year. Deeds are the evidence of ownership of properties purchased by the Board for public roads and improvement or at tax sales to protect the County's tax interests. Rights of Ways, franchises and agreements provide for the use of private property for County projects, mainly roads, or the use of County property by private firms or individuals. Petitions are the requests from one or more persons or firms, addressed to the Board, for action on any project requiring authorization by the Board.

RECOMMENDATION: RETAIN PERMANENTLY

APPROVED
HALL OF RECORDS COMMISSION